

Westwood Board of Library Trustees
December 11, 2017
Venue: Westwood Public Library, Meeting Room
660 High Street, Westwood, MA 02090

Mr. Fitzgerald called the meeting to order at 7:38 p.m.

In Attendance: Trustees: Paul Fitzgerald, Chair, Wendy Thornton, Mary Masi-Phelps, Maureen VonEuw and Jessica Cole
Library Staff: Tricia Perry, Director
Absent: Mary Beth Persons

Approval of Minutes: A motion was made/seconded (Thornton/VonEuw) to approve the Minutes from November, 7, 2017, all approved unanimously.

Friends of the Library: Friends of the Library had a meeting on December 11, 2017 at which time the FOL Treasurer updated Friends on current financial status. Ms. Perry shared "Thank You" notes sent by Library Department Heads to the Friends for their support of library programs and services. Several Friends of the Library also shared their personal experiences as attendees or participants at events sponsored by the Library and the Friends.

The Friends Annual Meeting will take place in April or May, and the Friends are looking for authors interested in doing a presentation at the meeting. New Museum Pass to The Discovery Museum in Acton, MA will be sponsored by Rockland Trust Bank. Friends are also looking into re-branding their community outreach efforts. The Membership Drive is going well. Friends suggested looking into ways to increase recognition of Friends' support at events. Mr. Fitzgerald suggested utilizing the screens in the rooms and creating a digital sign thanking the Friends for sponsoring events. Next Friends Board Meeting: March 5, 2018 at the Main Library at 9am.

FY 2019 Budget: A request for an additional position (19 hours for a Teen Librarian) was submitted as part of FY19 Budget. A written request has been made to the Board of Selectmen, and as process moves forward, Library Director and Trustees will likely have further discussion with Selectmen and the Finance Committee. Trustees are on board 100% with proposal.

Projected costs for sick and overtime have also been increased to cover projected actual costs of vacation and sick leave, included anticipated amounts available to individual staff to carry forward. Trustee Masi-Phelps will review figures with Library Director. A discussion of branch library costs was held; utilities, materials, and staffing comprise bulk of operating costs. Trustees will follow up again in January 2018.

Colburn School Display: Ms. Perry and Mr. Fitzgerald met with Jim McCarthy (Westwood DPW) on December 6, 2017 along with Nancy Donohue (Historical Commission) and Kevin Craven (Library Custodian) to discuss the location for the exterior informational pedestal. Location was selected and agreed on. DPW will install in spring. Specifications for wall display will be reviewed by Library Director and Town Administrator to ensure that all conditions and requirements of memorandum of agreement have been met.

Schedule of Holidays (2017-2018): A motion was made/seconded (Masi-Phelps/Thornton) to approve the Library's Schedule of Holidays for 2017-2018; all approved unanimously.

Islington Branch Library: Library Director will reach out to Nora Loughnane (Head of Economic Development for Town of Westwood) for update on Islington Center Development. Claire Connors (Branch Librarian) continues to review programs, services and collections provided at the Branch.

Director's Report: First Book Buzz Panel took place in November with good turnout and many book recommendations provided by a panel of Westwood librarians. The next Book Buzz discussion will be held in January 2018.

Library purchased a Sierra HotSpot. This will allow the staff to do transactions outside the Library.

Ms. Perry submitted the FY17 Action Plan and it has already been approved.

Action Plan updating Library's Strategic Plan for FY19 (as transmitted to MBLC) Ms. Perry submitted the FY17 Action Plan and it has already been approved.

Approval of Acceptances and Expenditures: Mr. Fitzgerald asked for a motion and a motion was made/seconded (Thornton/Masi-Phelps) all were in favor.

New Business: Memorandum from Town: At the Board of Selectmen's meeting on December 4th, the Board of Selectmen voted to amend the Remote Participation Policy per Massachusetts General Laws recent updates. All Trustees were sent a copy of the memo, copies of the redline and a clean version of the policy and the new fillable form. At the January 2018 meeting, Mr. Fitzgerald wants to follow up on an Executive Session that we had earlier in 2017 to see if it has been resolved.

Next Meeting: January 8, 2018
7:30pm
Westwood Public Library
660 High Street

Handouts: Agenda, Minutes from 11/7/17, Director's Report, Branch Activities, Monthly Stats Review, Departmental Expenditure Report, Trustees Accept and Expend Reports, Colburn School Display, Monthly Stats November 2017, Library 610 Final, Action Plan FY19, Holiday Schedule, Teen Librarians

Meeting Adjourned: At 8:50 a motion was made/seconded (Masi-Phelps/VonEuw) and approved unanimously.

Respectfully submitted:
Jessica Cole